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OIT-7229-88

_2 NOV 1988

MEMORANDUM FOR: Director of Technical Services

FROM: Edward J. Maloney
Director of Information Technology

SUBJECT: Decentralized ADP Support for Office of Technical Services

REFERENCE: OIT 1081-86, dtd 2 January 1987, Subj: ADP Support for DA Offices

1. Attached is a Memorandum of Agreement (MOA) which, once formalized, will obligate the Office of Information Technology (OIT) to provide decentralized data processing support to the Office of Technical Services (OTS). The terms of this agreement have been discussed among our respective staffs. We propose to establish a Dispersed Office Support (DOS) unit under your management co-located with your personnel. The DOS unit would provide software development, software maintenance, technical guidance, and office-wide ADP planning to your Office. Providing these activities on a decentralized basis will help ensure that OIT activities are responsive to your priorities.

2. In order to provide you with the proposed service, we will create a DOS unit of twelve OIT personnel and a number of your personnel who are directly involved in the development, maintenance, and handling of OTS systems. We will, over time, provide seven applications personnel on a rotational basis, in addition to the Information Management Officer (IMO). The Information Services Center Chief (ISC) and three ISC personnel will be considered part of the DOS unit until another customer requires the services of the ISC. We will conduct an annual review to determine any need for adjustment to this organizational structure.

3. OIT will manage the team, and provide career management for the personnel involved. Tasking and day-to-day priorities would be provided by OTS managers working through the DOS chief.

4. In order to staff up to your requirements, we request that you provide four of the seven slots required for the applications programmers. Details of this proposal can be found in the attached MOA.

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5. We look forward to working with you in addressing the data processing
needs of OTS. _____ Deputy Chief, Development Services Group, OIT is
responsible for administering this MOA. Please contact me _____ or
_____ with any questions you may have.

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Edward/J. Maloney

Attachment:
  Memorandum of Agreement

Distribution:
  Orig - Addressee
    2 - D/OIT (w/att)
    3 - OIT Registry (w/o att)
    1 - DSG/OIT (w/o att)
    1 - CMS/DSG/OIT (w/att)